

# Vacancy Announcement



U.S. Embassy Iraq

**NUMBER: 10-04**

**SUBJECT:**  
**Budget Analyst, LES-9**

**DATE: 01-24-2010**

**TO:** All Interested Candidates

**FROM:** Human Resources Office

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**OPENING DATE:** January 25, 2010

**CLOSING DATE:** February 8, 2010

**WORK HOURS:** Full time; 40 hours/week

**BASIC SALARY:** 26,937 U.S. dollars per year for a full time LES-9.

**POSITION:** The U.S. Embassy is seeking an individual to fill the position of **Budget Analyst**. The location of work will be in the **Financial Management Office** at the U.S. Embassy in Baghdad.

## **BASIC FUNCTION OF THE POSITION:**

Position encompasses budget analysis for State Program (DCP), ICASS (in the near future), and Public Diplomacy; assists the Financial Management Officer with the composition of the State DCP and ICASS budgets. As the Senior Accountant the incumbent is responsible for the entire spectrum of accounting duties for the aforementioned entities. Position also carries responsibility for accounting duties for all other state accounts and serviced agency allotments held at Post. Other main responsibilities of the position: processes all incoming SF-477's and acts as Accounting Liaison with the Global Financial Service Center (GFS) in Charleston; maintains Post's account receivables and provides monthly reports on the status of amounts owed.

**QUALIFICATIONS REQUIRED:** Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé or an application for employment.

1. **Education:** Bachelor's degree in accounting, finance/banking or related degree is required.
2. **Prior Work Experience:** Three years of progressively responsible experience in accounting or auditing with a medium to large sized organizations' financial management office or accountancy or consultancy firm.
3. **Language Proficiency:** English and Arabic Level IV (Fluent) are required.

(Candidates will be tested on their language and computer skills).

4. **Knowledge:** Sound knowledge of appropriation and allotment bookkeeping and accounting procedures related to maintaining, reconciling, and closing accounts in U.S. Government activities, including appropriation funding, allotments, obligations, and disbursements of the accounting procedures and operations of an integrated manual and computerized accounting system; of State Department and/or associated agencies' accounting policies and procedures; and of related reporting systems involving extensive supporting schedules and analyses to explain changes from previous reporting periods.
5. **Abilities and Skills:** Must possess solid skills in MS Word, MS Explorer and MS Outlook as well as solid competency in general computer usage and Internet navigation. Must possess expert skills in MS Excel and must be able to utilize and manage the FMO SharePoint site. Ability to analyze the interrelationship of accounts that are affected by varied transactions and documents, accounting codes, and account structures, and that involve detailed procedures for setting up and liquidating obligations.

**SELECTION PROCESS:** When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

**TO APPLY:**

Interested applicants may apply for this position by filling out the U.S. Embassy Baghdad Employment application available at the following link: [http://iraq.usembassy.gov/media/pdfs-job-opportunities/application\\_for\\_employment1.pdf](http://iraq.usembassy.gov/media/pdfs-job-opportunities/application_for_employment1.pdf) and emailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov). Please state in the subject field of the email the position applied for is **Budget Analyst 10-04**.

A current resume or curriculum vitae (CV) that provides the same information will also be accepted, please do not attach photograph, copies of educational/experience certificates or any other documents when applying for this position unless requested.

Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

**DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for this Position is  
February 8, 2010**

**The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

Approved: HRO/KDM  
Cleared: FMO/AJZ  
Drafted: HRA/YAK